

(CLASSIFICATION)

63-9407

OFFICE OF THE DIRECTOR

Action Memorandum No. A-343

Date

TO : Deputy Director (Science and Technology)

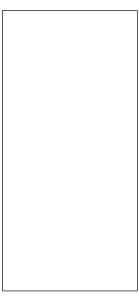
SUBJECT : Manpower Levels and Controls

REFERENCE:

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1. In compliance with the President's instructions to the heads of all departments and agencies to reduce civilian employment to the absolute minimum necessary to carry out essential programs and activities, effective immediately the personnel ceiling of the Science and Technology Directorate is established [] and allocated as follows:

- Office of the DD/S&T
- Office of ELINT
- Office of Research & Development
- Office of Special Activities
- Office of Scientific Intelligence
- Office of Computer Services
- FMSAC
- Total - DD/S&T Area



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2. For budget planning purposes, FY 1965 ceilings will remain at FY 1964 levels.

3. The changes in the allocated strength in the Science and Technology Directorate develop from a reduction of [] in the authorized ceiling of OSI and an increase of [] in the Office of Computer Services to provide for the transfer of the Automatic Data Processing Division and [] for the establishment of the Foreign Missile and Space Analysis Center.

4. Henceforth, allocated ceiling authorizations at the Office level will operate as the fundamental control over on-duty strength. Therefore, immediate steps must be taken through attrition and reassignment to reduce

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those components of the Science and Technology Directorate, now over strength, to their revised ceiling levels as rapidly as possible. The Director of Personnel has been instructed not to process any personnel action which would result in an addition to the on-duty strength of any component, now over strength, until such time as the on-duty strength is at or below authorized levels. If, in your opinion, an unusual case warrants an exception to this policy, the facts should be submitted through the Director of Personnel and the Agency Manpower Control Officer, to the Executive Director-Comptroller for a decision.

5. Since Staffing Complements are essential devices to report and control the allocation and utilization of manpower to the various programs and activities of the Agency, positions in excess of allocated ceiling should not be retained. The components under your direction will submit revisions, if necessary, to existing Staffing and Development Complements within 45 days in order to equate established positions with the revised FY 1964 ceilings.

6. It is not the desire of this office to unduly restrict the flexibility required by the Deputy Directors to utilize manpower as needed to carry out essential activities. On the other hand, manpower allocations represent one of the most critical factors which operate to control program levels within the various components of the Agency. Therefore, you are asked to discuss proposals for reallocations of manpower ceilings of significant proportions (those exceeding \$150,000 in aggregate salaries) with the Director, Budget, Program Analysis and Manpower prior to their implementation.

7. In order that I might be kept apprized of the progress we are making toward meeting our reduced end-year strength level, the Director of Personnel has been asked to submit to the Manpower Control Officer a monthly report of actions taken and results attained by your components toward achieving, by the end of this fiscal year, their revised authorized ceiling levels.

Lyman B. Kirkpatrick
Executive Director-Comptroller

OBFAM/JMC/PHH/bef/20 Dec 63

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